

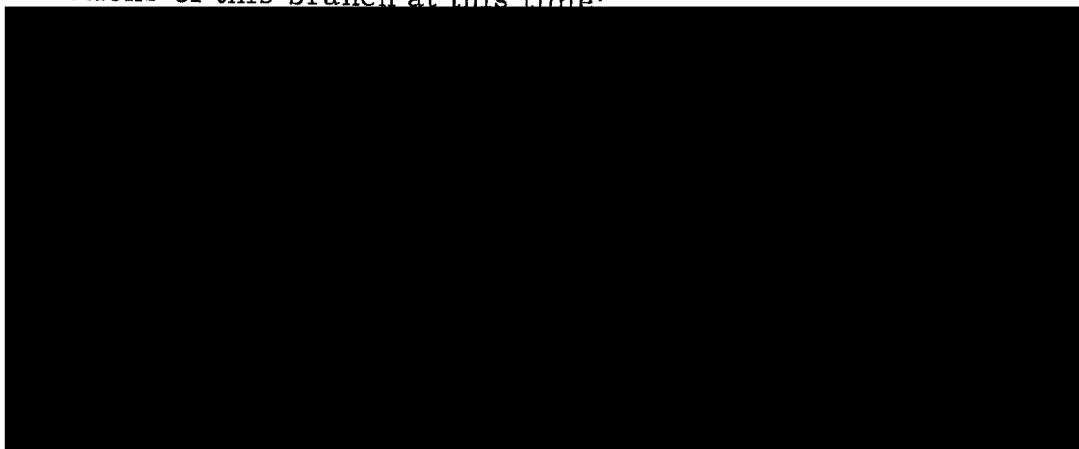
~~SECRET~~~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff Document No. 4 DATE: 26 FEB 1957  
NO CHANGE in Class. ☐  
FROM : Director of Security ☐ DECLASSIFIED  
Class. CHANGED TO: TS S C  
SUBJECT: OS - T/O (CRB/SSD) DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 170278 By: 025  
Reference: Management Report dated 5 October 1956

1. Organizational surveys by members of your staff and discussions in connection therewith result in healthy suggestions for improvement. It is agreed for instance that establishing precise functions for the various components of our office and requiring my personal approval prior to additions or changes of these functions would be desirable.

2. With regard to taking advantage of Agency facilities for reproduction, we are reviewing all material in this area in order to use these facilities in all instances except for profiles in case processing and certain items of extreme sensitivity or requiring immediate reproduction.

3. In order to clarify the responsibilities for the Covert Records Branch of SSD, the following constitutes the total functions of this branch at this time:



(3) Completes periodical reviews of SSD regulatory issuances with a view of consolidating information contained therein.

(4) Reviews daily reports of all investigative personnel from an operational point of view.

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(5) Exercises administrative jurisdiction and controls the distribution of certain covert security records, including extracts therefrom to meet the informal needs of other components of the Office of Security.

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(7) Collects material within SSD and prepares annual statements of accomplishments, plans and objectives for coordination with A&TS in preparation of budgetary justifications. Also prepares necessary reports as required of CRB activities.

(8) Receives, controls and sets up files for investigations and operational support as follows: (a) assigns covert case numbers, (b) prepares covert file folders, biographical data mats, case control cards, index cards and pseudonym cards, and (c) assembles and distributes case files to operating elements.

(9) Prepares, maintains, searches, indexes and cross indexes material for future reference.

(10) Maintains SSD files, including the charging-out, distribution and return of files and the accurate filing of all material.

(11) Reviews SSD covert files associated with the case in process to determine identity and pertinency of information and advises appropriate supervisor of findings. During this process removes extraneous material from files.

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